

Date Received _____ Amt \$ _____ Check # _____ Permit # _____

Received By: _____ Receipt # _____



Austin/Travis County Health & Human Services Department
Public Health & Community Services Division

Environmental & Consumer Health Unit

Mailing Address: PO Box 1088 Austin, TX 78767

Phone (512) 978-0300 Fax (512) 978-0322

<http://www.ci.austin.tx.us/health/commercial.htm>



Walk-in Location: 1520 Rutherford LN, NE corner of Rutherford LN @ Cameron RD, Building 1 East Entrance, (No Mail Accepted here)

Application for **Farmers Market Special Event Temporary Food Permit**

NOTE: PERMITS MUST BE SUBMITTED 10 DAYS PRIOR TO EVENT. This application must be filled out completely. **INCOMPLETE OR LATE SUBMITTAL OF APPLICATIONS MAY DELAY PERMITS.** Submitting an application does not guarantee that the permit will be granted. IT IS THE RESPONSIBILITY OF THE *INDIVIDUAL VENDOR* TO OBTAIN THE SPECIAL EVENT PERMIT. PERMITS ARE NON-TRANSFERABLE AND SITE-SPECIFIC.

City of Austin Ordinance #20101028-46 defines a **Single Special Event** as a temporary event that occurs one day a week for up to 14 consecutive weeks at a single certified farmers market within the City of Austin's jurisdiction. A **Certified Farmers Market (Market)** means a market that has been certified by the Texas Department of Agriculture and submitted the appropriate documentation to the Austin/Travis County HHSD.

THIS PERMIT IS LIMITED TO FOOD OPERATIONS AT CERTIFIED CITY OF AUSTIN FARMERS MARKETS ONLY.

1) **NAME OF CERTIFIED FARMERS MARKET:** _____
Location: _____ Zip Code: _____ Hours of Operation: _____

2) **START DATE**
Market Start Date: _____

3) **RESPONSIBLE PARTY INFORMATION:**
Name: _____ Phone: (day) _____ (evening) _____
Date of Birth: _____ Driver's License Number/State: _____
Residence Address: _____
City: _____ Zip: _____

4) **BOOTH INFORMATION**
Name of Booth: _____ Type of Food: _____

5) **FOOD HANDLER REGISTRATION**
of employees (including volunteers): _____

6) **PERMIT FEES**

FEE SCHEDULE

1 Day/week = \$35 OR 14 Weeks (1day/week) = \$490

Fees payable to: Austin/Travis County Health & Human Services Department (ATCHHSD).
Attach fee to pages 1- 3 of this application & mail to: ECHU FM Special Event TF, PO Box 1088 Austin, TX 78767 or
bring to 1520 Rutherford LN at NE Corner of Rutherford LN @ Cameron RD, Building 1, East Entrance. (No mail accepted here)

All information contained in this application is true and correct to the best of the applicant's knowledge and belief. The applicant signing below acknowledges that any permit applied for is subject to all provisions of the orders and ordinances of Travis County or Austin or the municipality under which the permit is granted, and subject to all provisions of the statutes and ruled adopted under the statutes of the State of Texas governing food service establishments, retail food stores, mobile food units and roadside food booths.

Signature of Applicant

ECHU Revised 6/16/11

Date

NO HOME PREPARED FOODS ALLOWED

NO HOME PREPARED FOODS ALLOWED

Print start date

NO HOME PREPARED FOODS ALLOWED

PERMITTED FOOD ESTABLISHMENT CONTRACT

1. Special Event applicant (applicant) must furnish written approval from a permitted food establishment (PFE) at the time of initial application and for permit renewal.
2. The applicant must properly wash and service all food equipment and utensils at the PFE.
3. The PFE must store all equipment and supplies of the applicant.
4. The PFE must supply adequate facilities for dumping of wastewater, disposal of used cooking grease, and, if needed, resupply of fresh potable water.
5. The PFE must allow the applicant to perform any food preparation that cannot be performed on site.

I _____ have read and understand the items of
Permitted Food Establishment Owner or Responsible Party
responsibility listed above and agree to comply with all of the requirements.

I give permission to _____ to use my establishment,
Special Event Vendor
_____ located at _____
Name of Central Prep Facility Establishment Address of Central Prep Facility Establishment
as a PFE for the applicant. I understand that any health violations of the vendor found at this
establishment can be included on the health inspection for this establishment.

Signature of Permitted Food Establishment or Responsible Party

Date

Phone Number: _____

Certification in Jurisdiction of Commissary

If the central preparation facility is located outside of the jurisdiction of the Austin-Travis County Health and Human Services Department, the Health Authority in that jurisdiction must complete the following certification:

Name of Food Establishment

I certify that the above establishment is currently approved to operate as a food establishment under my jurisdiction.

Signature of Health Officer/Authority

Jurisdiction

SPECIAL EVENTS FOOD SERVICE CRITICAL ON SITE REQUIREMENTS

*(Keep the attached requirements for your review. **NO HOME PREPARED FOODS ALLOWED**)*

The following are requirements for food vendors involved in special event operations at City of Austin Certified Farmers Markets (Market). A Special Event is the service of food at specific Market for one day per week for no more than 14 consecutive weeks. These requirements are based on the City of Austin Ordinance #20101028-46 and other pertinent sections of the Temporary Food Establishment requirements as put forth by the Texas Food Establishment Rules and other city codes and ordinances.

Initial operation requirements:

1. **Complete permit application and submit required fee.** See payment schedule on application.
2. **Provide documentation of permitted food establishment** for storage of food equipment and utensils and, as needed, food preparation.
3. **Post Special Event Permit where it is easily viewable.** Permits must be posted during operating hours and easily viewable by the inspector.
4. **Registration of Food Handlers** after 30 days of operation (4 consecutive Market days). Applicant must show proof of food handler registration for all employees during renewal of permit and upon request from inspection authority.

Critical operation requirements:

Failure to comply with the following items shall result in an immediate closure. Closure is in effect until the item(s) is corrected. No exceptions.

1. **Keep potentially hazardous foods colder than 41°F or hotter than 135°F at all times.** Most hot foods should be initially heated to 165°F within 2 hours and maintained at 135°F. Leftover food intended for reuse needs to be rapidly cooled by placing food in shallow containers (depth of less than 4 inches) and refrigerating it uncovered. Cover refrigerated food as soon as the food has cooled to 41°F.
2. **Provide facilities to wash hands to include:** hand soap, paper towels, container of warm water and a waste water bucket. Water container must be designed with a spigot that allows the user to wash hands freely without continuously depressing the spigot or tilting the container. Following hand washing, gloves or a hand-sanitizer shall be used when handling ready to eat foods. Beneath the hand washing container shall be a bucket to collect waste water. Collected wastewater must be disposed of in the waste barrels provided by the event organizer.
3. **Provide utensil washing** if food preparation involves utensils. Provide 3 basins if no permanent facilities are on site. The first basin is for washing and has detergent wash water only. The middle basin is for rinsing and has only clean water (replace as needed). The third basin is for soaking utensils for 1 minute in a sanitizing solution of 50-100ppm chlorine (1 1/2 *teaspoons* bleach per gallon of clean water). Dry utensils in the air or with paper towels only. (Suggestion: Conserve water; use only the amount needed to prevent waste water barrels from overflowing). Keep utensil washing basins covered or beneath overhead protection. ***Remember the proper sequence: WASH, RINSE, & SANITIZE!***
4. **Utilize fuel or electricity for hot holding units.** Insulated containers with no active source of heat are unacceptable. *Sterno is not permitted for outdoor events, unless properly hooded to prevent wind effects.* The Health Authority can pre-approve alternative means for maintaining temperatures. Wrapped sandwiches must not be stored in direct contact with ice.

Additional Operational requirements:

1. **Monitor food temperatures** with a metal stem-type thermometer. Thermometers should have a range of 0°F-220°F. Thermometers should be cleaned and sanitized between uses.
2. **Use only cutting boards, utensils, equipment, food preparation and serving surfaces that are constructed of easily cleanable material.** Clean and sanitize these items frequently during the event. Table cloths can only be used if they are frequently replaced.
3. **Use a different set of utensils and prep surfaces to prepare raw or partially cooked foods that is separate from the utensils and surfaces used to prepare fully cooked foods.**
4. **Test sanitizing solutions with chlorine test paper.** Sanitizing solution must be kept between 50-100ppm chlorine. Test papers can be found at restaurant supply stores.
5. **Use spray bottles of sanitizing solution** and paper towels to frequently wipe counters and to spot clean equipment.
6. **Store ice for drinks or consumption in their original bag** in an ice chest during service. Ice bags shall be punctured underneath to allow drainage and open on the top to allow dispensing. Consumers shall not dispense their own ice for drinks. Ice shall be dispensed with scoops with handles. Nothing other than the ice scoop shall be stored in this ice.
7. **Protect all food,** utensils and paper goods from exposure to dirt, dust, and insects. These items must be kept covered or wrapped to minimize exposure to potential contaminants. Keep cups wrapped in their original plastic sleeves until dispensed. **Thaw foods by placing them in a refrigerator** overnight, by covering them with ice in an ice chest that is constantly draining into a waste water container, by placing them under cold running water, or by cooking them from completely frozen until fully cooked. Thawing foods at air temperature or in standing water is prohibited.
8. **Provide only disposable utensils, plates, cups, knives, forks, spoons, etc. to the consumer. Provide only condiments that are individually packaged or dispensed from an approved covered container.** Foil, plastic wrap, etc. do not provide adequate protection.

Structural operations

1. **Collect drainage water** from ice bins, ice chests, beverage dispensers, hand & utensil washing, and similar equipment in buckets or pans for disposal in the waste water barrels provided by the event organizer or in a sanitary sewer. Drainage must never be discarded on the ground.
2. **Provide covered garbage containers with plastic liners.**
3. **Provide floor covering** that will eliminate dust and be easily cleaned. Flooring must be in cooking, serving, food preparation, and utensil washing area. Approved floor coverings are concrete, asphalt, plywood, linoleum, clean cardboard that is replaced daily, overturned carpeting, or a surface approved in advance by the Health Authority.
4. **Provide overhead covering** above food preparation, cooking, serving, and utensil washing area.

Permitted Food Establishment (PFE)

1. **Properly wash and sanitize** all food equipment and utensils at the PFE.
2. **Store** all equipment and supplies at the PFE.
3. **Properly dispose** of wastewater and used cooking grease.